



PROPOSED

DUTY STATEMENT	
Classification: Associate Governmental Program Analyst (Limited Term)	Position Number: 835-429-5393-xxx
Division/Office/Section: Recycling / Industry Services Section / Convenience Zone Unit	
Location: 801 K St, Sacramento	Effective Date:
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervisor's Name: Lisa Fernandez	
Collective Bargaining Identifier (CBID): R01	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

Under direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) will independently perform the staff functions associated with the SB458 Pilot Program (Chapter 648, Statutes of 2017) in the Beverage Container Recycling Program. This includes independently conducting complex and critical analyses including spatial analysis, related to the implementation of the Pilot Programs to increase recycling convenience for consumers to recycle their beverage containers in underserved areas. The AGPA is responsible for providing assistance and policy guidance to local jurisdictions and recycling center operators in developing and implementing Pilot Program proposals related to beverage container recycling programs.

The Convenience Zone (CZ) Unit is responsible for establishing CZs to encourage a wider distribution of convenient recycling opportunities, maintaining dealer data, tracking unserved dealer compliance, providing customer service to dealers and recyclers, determining handling fee eligibility, and ensuring timely payment of handling fees to recycling center operators.

ESSENTIAL FUNCTIONS

- 40% Act as the point of contact and participate and function as Subject Matter Expert for the Pilot Program in the CZ unit to continually provide consultative services to Management, the city or county jurisdiction representatives, and recycling center operators. Prepare and provide proposed responses to inquiries from the Legislative and External Affairs Office and Office of Public Affairs to the unit supervisor. Respond to inquiries regarding the Pilot Program in writing and via telephone to potential and existing Pilot Program participants.
- Identify and confirm jurisdiction boundaries and potential recycling center sites in unserved CZs to ensure the proposed sites meet the Pilot Program eligibility criteria. Identify potential ineligible sites and handling fee eligibility conflicts using Geographic Information System (GIS) Map Query and Viewer and propose alternatives and solutions.
- Participate in Pilot Program application review process in coordination with the Certification Unit to ensure application meets the CZ requirements pursuant to the California Beverage Container Recycling and Litter Reduction Act.
- Gather Pilot Program data in the Division of Recycling Integrated Information System (DORIIS) and compile reports relating to the impact to beverage dealers based on the Pilot Project proposal.
- 25% Work closely with Pilot Program point-of-contact in Certification Unit to get updates regularly, review meeting recaps, and communicate to CZ unit supervisor on pilot project status.

Act as lead to coordinate the rollout of the approved Pilot Project within CZ, which includes but is not limited to, preparing and updating timelines for changing CZ status, changing dealer status, sending out served notices to dealers and dealer sign distribution.

Independently identify impacted beverage dealers using DORIIS, Access and GIS Map Query and Viewer when a Pilot Program status changes within a CZ(s). This includes participation in the CZ exemption review process to determine if CZs can be exempted as Pilot Programs become operational.

Perform outreach in writing and/or via telephone to impacted beverage dealers to educate them on state law requirements such as posting dealer signs. Send appropriate notifications to dealers when the convenience zone status changes. Respond, both verbally and in writing, to inquiries from dealers regarding the Pilot Program.

Research and monitor individual Pilot Program areas and recycling centers to mail and update dealer signs when the recycling center status changes. Request enforcement site visits from the Enforcement Branch to verify accuracy of dealer sign content and placement. Create and maintain Pilot Project tracking system using Excel or other software, so that all project status and updates are available to supervisor and CZ staff.

- 15% Independently develop data products, such as statewide statistics, to analyze and determine recycling center deficient areas. Provide recommendations to management to solicit Pilot Program applications.

Monitor Pilot Program effectiveness by creating spreadsheets and charts using data from DORIIS. Prepare regional and statewide feature maps that show CZs before and after Pilot Program implementation. Prepare PowerPoint and other presentations for Management, jurisdictions, recycling centers and other stakeholders on the Pilot Programs' progress.

- 15% Perform proposed legislative bill analysis for Pilot Program revisions and extensions to identify impacts to the CZ unit. Provide alternative language or methods to achieve Program goals. Write proposed regulation language to clarify the bill language that is signed into law. Identify and provide recommendations and suggestions to regulation language changes to improve Pilot efficiency and mitigate potential operational challenges. Prepare budget change proposal to extend and make the Pilot Program permanent. Gather and present quantitative data from DORIIS on unserved zones, impacted beverage dealers, and consumer complaints to support the proposal.

MARGINAL FUNCTIONS

- 05% Provide assistance to other staff as needed with issues related to CZ establishment and maintenance of the Program. Assist and advise the supervisor on a broad spectrum of program related issues as assigned.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:		Date:
Employee Signature:		
I certify that the above accurately represent the duties of the position:		Date:
Supervisor Signature:		
PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:		
C&P Analyst:		Date Approved:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties performed may require annual physical.
- ☐ Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
- ☐ Requires the utilization of a self-contained breathing apparatus.*
- ☐ Operates heavy motorized vehicles.*

- ☐ Requires repetitive movement of heavy objects.*
 - ☐ Performs other duties requiring high physical demand.* (Explain below)
- *May require a pre-employment medical examination.

ESSENTIAL FUNCTIONS OF POSITION

- ☐ **VISION** – You must have sufficient vision to perform the following duties: identify resource requirements and prepare supporting materials; monitor all division contracts; develop training programs and examination planning; review legislation, prepare and initiate personnel transactions.
- ☐ **HEARING** – Your hearing must be sufficiently acute to perform following duties: perform phone consultations; take oral instructions from division management and personnel in other divisions
- ☐ **SPEECH** – You must have sufficient ability to speak to perform following duties: report budget, personnel, legislation, training, and administrative issues to management; speak on the phone; interact with division staff
- ☐ **CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
- ☐ **RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
- ☐ **ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, i, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
- ☐ **MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: use the computer; telephone, calculator; FAX machine; drive vehicle to meetings, conferences workshops, etc.
- ☐ **BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties:
- ☐ **SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: attend meetings, tour facilities, sit at desk for extended periods of time to perform division administrative duties that are mandatory for this position
- ☐ **LIFTING** – You must be able to lift up to pounds to perform the following duties:
- ☐ **CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: develop division budget and work plans; research civil service classifications; analyze organizational structure; maintain and develop division administrative policies; develop priorities for use of division's line item expenditures; prioritize and monitor division contracts; develop and coordinate division training programs; review legislation
- ☐ **EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties:
- ☐ **Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

EMPLOYEE CERTIFICATION

- ☐ Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- ☐ Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- ☐ No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- ☐ I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature

Date